



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Policies and Procedures Minutes 12/22/2011

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room – December 22, 2011 – 7:30a.m.

APPROVED Minutes

In Attendance:

Subcommittee Members: Judson L. Pierce-Chair

Jeffrey Thielman

Joseph Curro

School Committee Member: Bill Hayner

Administration: Superintendent Kathleen Bodie, Head Nurse Lucille Nicholson

Public: Allan Tosti, Finance Committee (arrived at the meeting at 8:00a.m.), John Bilafer, Former Town Treasurer (arrived at the meeting at 8:00a.m.), Robin Renauro, Stephen Harrington

A motion to approve the subcommittee minutes of 12/6/11 with two edits made by Mr. Thielman, seconded by Mr. Curro, passed unanimously.

Ms. Renauro spoke during public participation as a parent concerned about the physical restraint policy as well as information of specific procedures being disseminated to parents upon request. Mr. Pierce moved two revisions to File JKAA seconded by Mr. Thielman, passed unanimously.

Nurse Nicholson spoke about the recent MASC guidelines for a head injury policy. The one recently passed by the School Committee mirrors this but there are differences. Nurse Nicholson will review further and get back to the subcommittee at a future meeting with any revisions we should look to make.

Mr. Pierce moved to amend the head injury policy to reflect "policy must be renewed yearly by the Department of Health, must be updated by 9/30/12 and must be reviewed every two years by the SC". Mr. Thielman seconded. Motion passed 3-0.

Mr. Harrington spoke about his proposed warrant article. Dr. Bodie informed us that Athletic Director Ted Dever sent a letter to Interim Principal Mary Villano with what increased he needs. Mr. Dever has made a request for additional money to purchase new helmets for the football team. It was the consensus of the subcommittee that the full School Committee look at this warrant again when it looks at all warrant articles some time before Town Meeting.

Mr. Hayner spoke about his proposal to revise File KDD concerning media requests. Dr. Bodie informed the subcommittee when information is released it is released simultaneously to all our local outlets. The subcommittee will look at this further at a future meeting. Mr. Hayner also indicated that he has drafted a new policy concerning document requests that he plans to present to the subcommittee at a future meeting.

Mr. Tosti and Mr. Bilafer spoke about town/school consolidated human resources. Mr. Tosti said the Information Technology Departments consolidated and it has been successful. Mr. Tosti informed the subcommittee that a Human

Resources Director is critical to the schools, it must be maintained, nourished and re-inforced. It was discussed that having a unified human resources department would pose chain of command and reporting difficulties.

Mr. Thielman moved to have the SC direct the Superintendent to meet with the Town Manager and draft a Memorandum of Understanding (MOU) that puts forth the duties and roles of communication between the Schools Human Resources Director and the Town's, defining that they work together to be approved by the full School Committee prior to the start of the 2012 Town Meeting. Seconded by Mr. Curro. Motion passed 3-0.

Tentative next meeting date/time: January 2012 TBA. The subcommittee will tackle HE/HF concerning School Committee Negotiating Agents as well as other business.

Mr. Curro moved to adjourn at 8:37a.m., seconded by Mr. Pierce. Motion passed unanimously.